

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE ATTORNEY GENERAL**



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 45-2016	POSITION TITLE: Workforce Development Specialist
POSITION GRADE & SERIES: CS-0142-12 step 1 to 12 step 4	SALARY RANGE: \$73,867 – \$80,746 per year** **This position is budgeted to \$80,746 per year only. Offers will not be made outside of this range.
OPENING DATE: August 30, 2016	CLOSING DATE: September 20, 2016
DURATION OF APPOINTMENT: Term Appointment Not to Exceed 13 Months	AREA OF CONSIDERATION: OPEN TO THE PUBLIC
	PROMOTION POTENTIAL: None
WORKSITE LOCATION: Office of the Attorney General for the District of Columbia Child Support Services Division 441 4th Street NW Washington, D.C. 20001	NO. OF VACANCIES: One (1)
COLLECTIVE BARGAINING UNIT: This position is in the collective bargaining unit represented by AFSCME Local 2401 and you may be required to pay an agency service fee through direct payroll deduction. BRIEF DESCRIPTION OF DUTIES: This position is located in the Office of the Attorney General Child Support Services Division. The incumbent serves prospective and existing Alternative Solution Center customers, including those that may be sourced through partner programs that are currently unemployed and responsible for child support obligations. The incumbent ensures provision of continuous service deliver and follow-up services; to be documented in both DC Networks, VOS System, DC Online Case Look-up System (OCL), DC Child Support Enforcement System (DCCSES) and as well as required partner Data Management Systems. The incumbent appears at hearings before DC Superior Court and provides information to the court and assigned Assistant Attorney General on participants in the program. The incumbent will manage caseloads and provide quality services to customers, such as determining customer's services needs including child support and employment. The incumbent assesses customer's needs and suitability for occupational training, job and/or training opportunities that will lead to employment opportunities. The incumbent assesses customer skills, abilities, aptitudes, experience, qualifications and job interests. Identifies any barriers that hinder employability for customers. The incumbent monitors the progress of customers and provides effective case management for child support and job development. The incumbent will develop Individual Employment Plans (IEP) for short-term and long range goals. Assesses customer's needs and suitability for occupational training, on the job training and/or other training support services. The incumbent ensures that customers are connecting to employment	

opportunities via referrals to direct employment opportunities, support services and career counseling through the delivery of the American Job Center's service delivery system of CORE, intensive training and employment referrals. The incumbent matches customers with job placement opportunities and makes referrals in Virtual One Stop (VOS). Researches, learns and applies a wide range of qualitative and/or quantitative methods to identify, assess, analyze and improve team effectiveness, efficiency and work products.

QUALIFICATIONS: Candidates must have at least one (1) year of specialized experience equivalent to the CS-11 grade level in the District of Columbia government service. This experience could have been obtained in the public or private sector. Specialized experience is defined as experience that provided you with the particular knowledge, skills and abilities to successfully perform the duties of a Workforce Development Specialist.

SUBMISSION OF RANKING FACTORS: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievement from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that includes the degree to which you possess the job related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge.

FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.

Ranking Factor #1: Comprehensive knowledge of workforce development programs, services, techniques, and performance.

Ranking Factor #2: Knowledge of the policies, protocols, mandates, and processes related to the D.C. Child Support Program and their impact on service delivery.

Ranking Factor #3: Ability to meet productively with customers for the purpose of promoting CSSD's programs and services.

Ranking Factor #4: Thorough knowledge of the principles and practices of public relations and communications. Skill in the use of PowerPoint, Microsoft Office, Desktop Publisher and other computer programs, which assist in creating and maintaining database, extracting data for assembling reports, creating presentations and accompanying materials and developing similar products.

Ranking Factor #5: Ability to communicate effectively, both orally and in writing, on a variety of legalistic and complex issues in a persuasive and professional manner.

HOW TO APPLY: Candidates should e-mail one PDF file which includes the following, addressed to Shawn Winslow (202-724-7318) at OAG.Recruitment@DC.gov by 11:59pm of the closing date indicated above:

- 1) A cover letter;
- 2) Completed DC-2000 Employment Application for the District of Columbia Government;
- 3) Résumé; and

4) Responses to each of the Ranking Factors.

Applications received after the closing date will not be given consideration.

FOR THE PURPOSE OF EMPLOYMENT, RESUMES ARE NOT CONSIDERED COMPLETE JOB APPLICATIONS. Therefore, to be considered, all applicants must submit a **COMPLETED DC-2000 EMPLOYMENT APPLICATION**, which can be found at oag.dc.gov.

PRIORITY CONSIDERATION: Displaced Employee Priority Placement: Candidates who are eligible for the District of Columbia's Displaced Employee Program (DEP) and Agency Re-employment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

EMPLOYMENT BENEFITS: Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia's government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

RESIDENCY PREFERENCE AMENDMENT ACT OF 1998: A person applying for a position in the Career Service, Education Service, Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney Service (SEAS), or an attorney in the Excepted Service (series 905) who is a bona fide District resident AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over a non-District applications, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.

VETERANS PREFERENCE: Applicants claiming veteran's preference must submit official proof of the time of application.

DRUG-FREE WORKPLACE: Pursuant to the requirements of the Drug-Free Workplace Act of 1998, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

OTHER INFORMATION: A background investigation will be conducted.

EQUAL OPPORTUNITY EMPLOYER: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, genetic information or political affiliation.

NOTICE OF NON-DISCRIMINATION: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, genetic information, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

**OFFICIAL JOB OFFERS ARE TO BE MADE ONLY BY THE HUMAN RESOURCES SECTION OF
THE OFFICE OF THE ATTORNEY GENERAL**